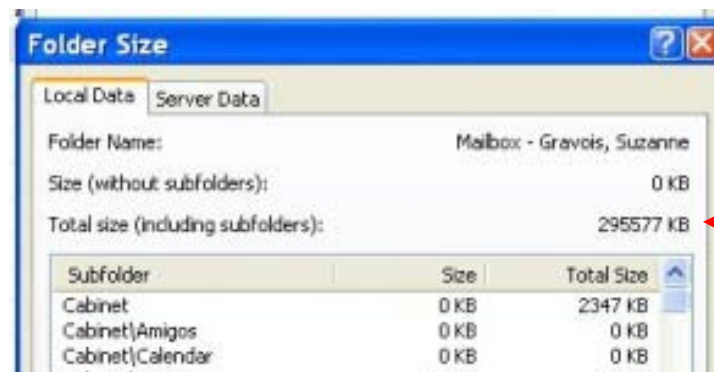


# Managing Your Exchange Mailbox using Outlook

The size of your Exchange mailbox is limited to 500MB or 500,000 KB. When the maximum size is reached you will no longer be able to send or receive email. So here are some tips to keep that from happening to you:

1. Monitor your mailbox size often
  - Right-click on *Mailbox-your name or Private Folders*
  - Select *Properties for Mailbox-your name*
  - Click on the *Folder size* button



2. Monitor folder sizes and clean those first
3. Tidy your mailbox often
4. Save attachments to your hard drive or network drive and delete the email. Do not store these in your Inbox.
5. Sort your email according to dates or senders so you can delete old email quickly.
6. Empty the Deleted Items folder often
7. Empty the Sent Items folder often
8. Remove your account from lists or RSS feeds no longer read.
9. Set up Auto-archiving
  - Select *Tools, Options*
  - Click on the *Other* tab
  - Click on the *Auto-Archive* button and select your desired settings

